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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

Internal Audit Section

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December 21, 2004

Mr. Clyde Crumpton, Director
West Presbyterian Senior Center
5872 Maple Ave.
St. Louis, MO 63112

RE: Fiscal Monitoring Report of West Presbyterian Senior Center (2005-SLA10)

Dear Mr. Crumpton:

Enclosed is a report of our fiscal monitoring review of West Presbyterian Senior Center's contract with the Department of Human Services (Contract #48950) for the period July 1, 2004 through September 30, 2004. The scope of a fiscal monitoring review is substantially less than an audit, and as such, we do not express an opinion on the financial operations of West Presbyterian Senior Center. Our fieldwork was substantially completed on December 01, 2004.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and through an agreement with the Department of Human Services to provide fiscal monitoring to all grant sub-recipients. If you have any questions, please contact me at 613-7257.

Sincerely,

Dwayne Crandall, MHA, CIA, CPA
Internal Audit Supervisor

cc: Honorable Darlene Green, Comptroller
Patrick Brennan, Accounting Manager, Department of Human Services

Enclosure



CITY OF ST. LOUIS

*DEPARTMENT OF HUMAN SERVICES (DHS)
ST. LOUIS AREA AGENCY ON AGING (SLAAA)*

*WEST PRESBYTERIAN SENIOR CENTER
DOCUMENT #48950*

FISCAL MONITORING REVIEW

JULY 1, 2004 THROUGH SEPTEMBER 30, 2004

PROJECT #2005-SLA10

DATE ISSUED: DECEMBER 21, 2004

*Prepared by:
The Internal Audit Section*



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER

CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES (DHS)
ST. LOUIS AREA AGENCY ON AGING (SLAAA)
WEST PRESBYTERIAN SENIOR CENTER
FISCAL MONITORING REVIEW
JULY 1, 2004 THROUGH SEPTEMBER 30, 2004

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**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES (DHS)
ST. LOUIS AREA AGENCY ON AGING (SLAAA)
WEST PRESBYTERIAN SENIOR CENTER
FISCAL MONITORING REVIEW
JULY 1, 2004 THROUGH SEPTEMBER 30, 2004**

INTRODUCTION

Background

Contract Name: West Presbyterian Senior Center

Contract Period: July 1, 2004 through June 30, 2005

Contract Amount: \$744,849

Contract Number: 48950

The funds are used to provide services such as transportation, congregate meals and home delivered meals for elderly and disabled residents of the City of St. Louis, in accordance with Title III of the Older Americans Act.

Purpose

Our purpose was to determine West Presbyterian Senior Center's compliance with federal, state and local Department of Human Service (DHS) requirements for the period July 1, 2004 through September 30, 2004 and make recommendations for improvements.

Scope and Methodology

We made inquiries regarding West Presbyterian Senior Center's internal controls relating to the grant administered by St. Louis Area Agency on Aging (SLAAA), tested evidence supporting the reports the agency submitted to SLAAA and performed other procedures considered necessary. Our fieldwork was substantially completed on December 1, 2004. Management's responses were received on December 21, 2004 and have been incorporated into this report.

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CONCLUSION AND SUMMARY OF OBSERVATION

Conclusion

West Presbyterian Senior Center did not fully comply with federal, state and local Department of Human Service requirements.

Status of Prior Observation

The prior fiscal monitoring review, dated January 5, 2003 noted one observation.

- Total expenditures were not accurately reported. Resolved.

A-133 Status

The Agency's A-133 audit report for the year ending June 30, 2004 was in process at the time of our visit on October 28, 2004. The report is due March 31, 2005 to the federal clearinghouse.

Summary of Current Observation

We made a recommendation for the following observation, which if implemented, could assist West Presbyterian Senior Center in fully complying with federal, state, and local DHS requirements.

- Program income was not deposited in a timely manner.

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DETAILED OBSERVATION, RECOMMENDATION,
AND MANAGEMENT RESPONSE

Program Income was not Deposited in a Timely Manner

The Department of Human Services policy guidelines require the Agency to deposit program income when it reaches \$100 or weekly, whichever comes first. The Agency has a waiver from SLAAA that allows the Agency to accumulate an amount of \$300 before a deposit is required. The Agency has its own safe and security system in place. We reviewed the September 2004 Program Income Report. The Director made only one deposit for the month of September 2004. Contributions were over \$300 at the time of the deposit. Our count shows contributions received from September 1, 2004 through the day of deposit on September 21, 2004 were \$426.00. Contributions received from September 22, 2004 through the day of deposit on October 26, 2004 were \$550.60. This is a case of non-compliance with DHS policy guidelines, which can result in the misappropriation of funds.

Recommendation

We recommend the Agency deposit program income when it reaches \$300 in accordance with DHS waiver.

Management's Response

WPCSC concurs with your observation concerning Program Income deposits. It is responsibility of the Executive Director to make bank deposits of Program Income timely, and within the guidelines of the waiver requirements established by SLAAA (St. Louis Area Agency on Aging).

Program Income is received, counted and verified by a member of the WPCSC Administrative Staff and a Senior Volunteer. These funds are then locked away for a bank deposit, to be made by the Executive Director. Safeguards are in place, and will be reinforced, to assure that these deposits are made according to program requirements. It is understood that Program Income is not to exceed \$300 "in-house" at any given time.